

PHILIP MORRIS INCORPORATED**INTER-OFFICE CORRESPONDENCE**

120 PARK AVENUE, NEW YORK, N.Y 10017

TO: Stuart Rickerson, Esq.

FROM: Andrew Schwartz AS

SUBJECT: Records Management Program Implementation

DATE: June 1, 1990

Three training classes were given during late May 1990. Of the 165 employees in the 25 Marketing groups identified by Hunton & Williams, a total of 13 secretaries were chosen as records coordinators and have received records management training. These coordinators will be training the other secretaries within their supervisor's area of responsibility (attached). Of the remaining employees, most do not maintain files and will not be trained. The records coordinators have all received a copy of PM-USA's Records Management Instructional Booklet and have been alerted to the disposal suspension requirements contained within.

Several Marketing groups still require the creation of records retention schedules and supporting materials. This need was recently identified and forwarded to Arthur DeBaugh at Hunton & Williams:

| | |
|------------------------------------|------------------|
| <u>Group Directorate</u> | Jim Scully |
| Parliament | Alex Aliksanyan |
| Cartier | Alex Aliksanyan |
| Next/DeNic | Peter Henriques |
| Merit | Susan Reich |
| | |
| <u>Community Marketing</u> | Edna Moore |
| | |
| <u>Vice President New Products</u> | Elizabeth Butson |
| | |
| <u>Vice President Marketing</u> | Michael Moore |

We have just completed training and have not yet quantified the implementation task. We hope to make substantial progress in the weeks to come.

AS/et

cc: D. Beran
P. Cowart
A. DeBaugh (Hunton & Williams)
R. Jones

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PM-USA Marketing
Records Coordinators

| <u>Coordinators</u> | <u>Accountability</u> |
|---------------------|---|
| R. Auletta | Senior Marketing Administration |
| D. Cusato | Merit, Next, Cartier and Parliament |
| K. Donovan | Marlboro |
| M. Falco | Media |
| V. Federici | New Products |
| N. Galan | Marketing Information & Analysis, Consumer Research, Marketing Planning |
| M. Iacometta | Virginia Slims, Benson & Hedges |
| L. Minelli | Consumer Promotions, Direct Marketing |
| K. Moog | Marketing Services Administration |
| C. Neff | Price Value |
| B. Serpe | Events, Community Marketing |
| R. Toro | Purchasing |
| E. Toro | Local Merchandising, Retail Promotion |
| Vacant | Marketing Administration |

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